

4D Write

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Overview

4D Write is more than just a word processor, because it is integrated with the 4D database. Documents created with 4D Write can be saved with a database record or on a user's disk. 4D Write documents can utilize information from the database record in the form of fields, functions from the database code or variables (NASA TechTracS Expressions) from the 4D environment. A 4D Write area may appear on a database record window or in its own window where it behaves like a stand-alone application.

4D Write in Record Window

Documents: 8 of 127 records in selection

Code 820 Last Update 06/24/1993

4D Write Document

Name Confirmatory License Request(Contractors)

Enclosures Document Code/Report Paper L Copies 1 Table 15

Add Remove

☒ Print LHead ☐ Print Envelope
☐ 1st Page Only ☐ Route Single Letter
☐ Modify First ☐ Automatic Print

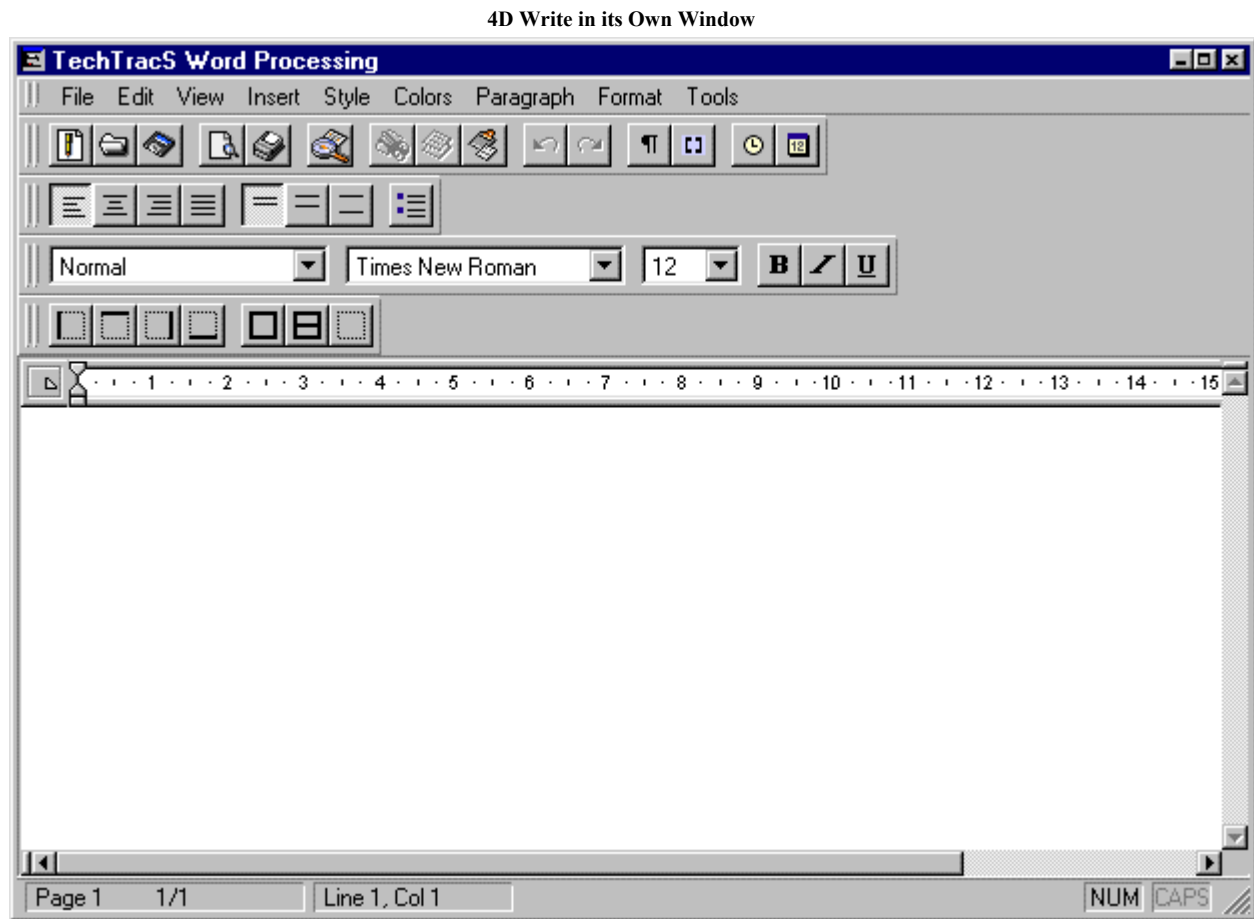
File Edit View Insert Style Colors Paragraph Format Tools

Normal Arial 7 B I U

«vPTMailStop»

Page 1 1/1 Line 1, Col 1 NUM CAPS

NASA TechTracS

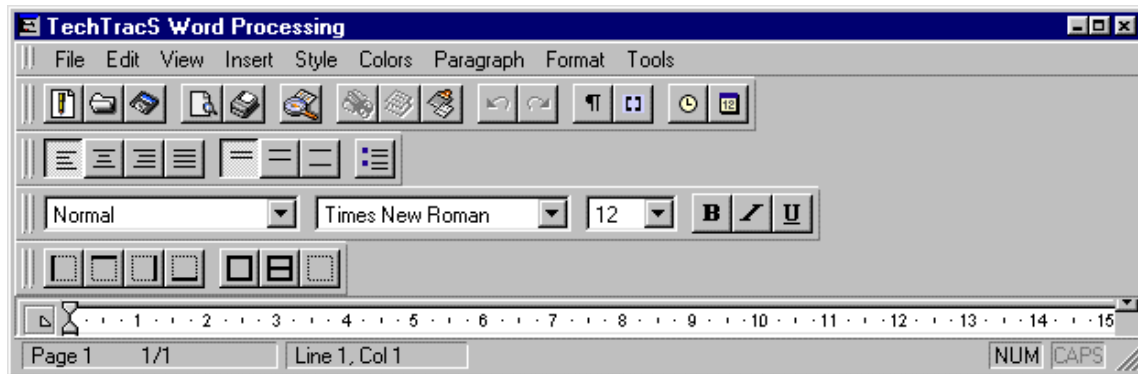


Menus are available in the 4D Write area when operating in an entry form and from the main menu when operating in a 4D Write window.

Margins

At the top of a 4D Write document is a ruler indicating the width of the area in which a user can type. This margin can be changed by the user to accommodate more or less text per line. Simply dragging the small triangles at either end changes the margins.

Ruler

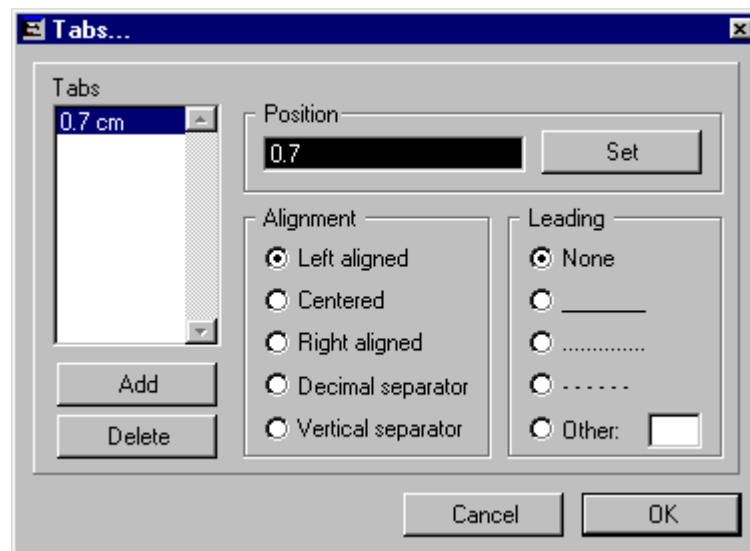


The margins allow typing line after line without pressing the return key. Pressing return creates a new paragraph.

Tabs

4D Write sets default tab stops at half inch intervals, but the user may change this for any paragraph independently by clicking just below the ruler at the desired location of the tab to create. Double-clicking the tab stop marker on the ruler displays specification options for the tab. The options are alignment and leader where alignment is left, right, decimal, or centered, and leader is none or varying dash combinations.

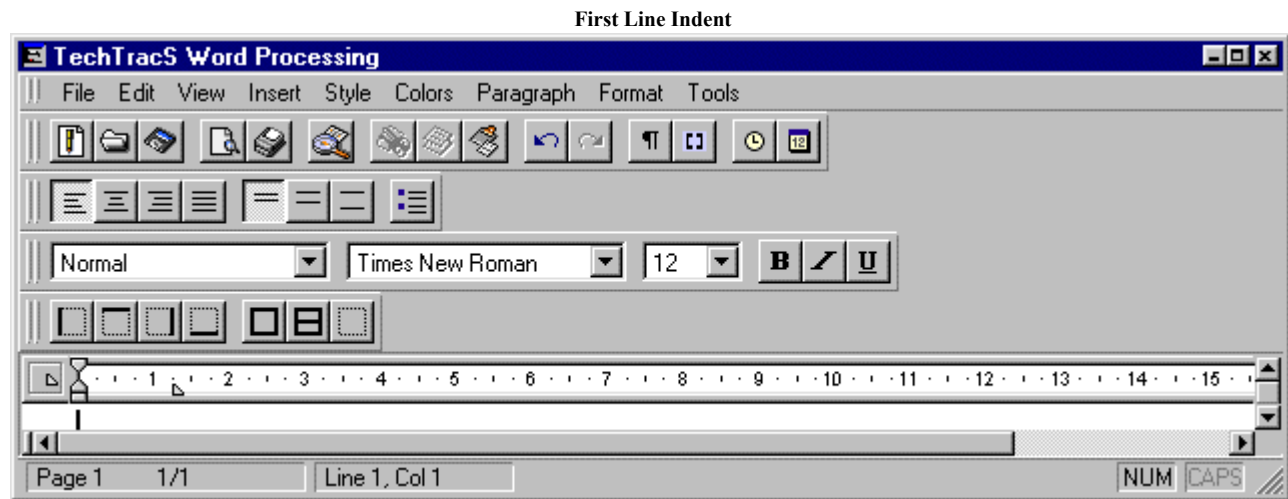
Tab Dialog



To remove the tab stop, drag it off the ruler.

Paragraphs

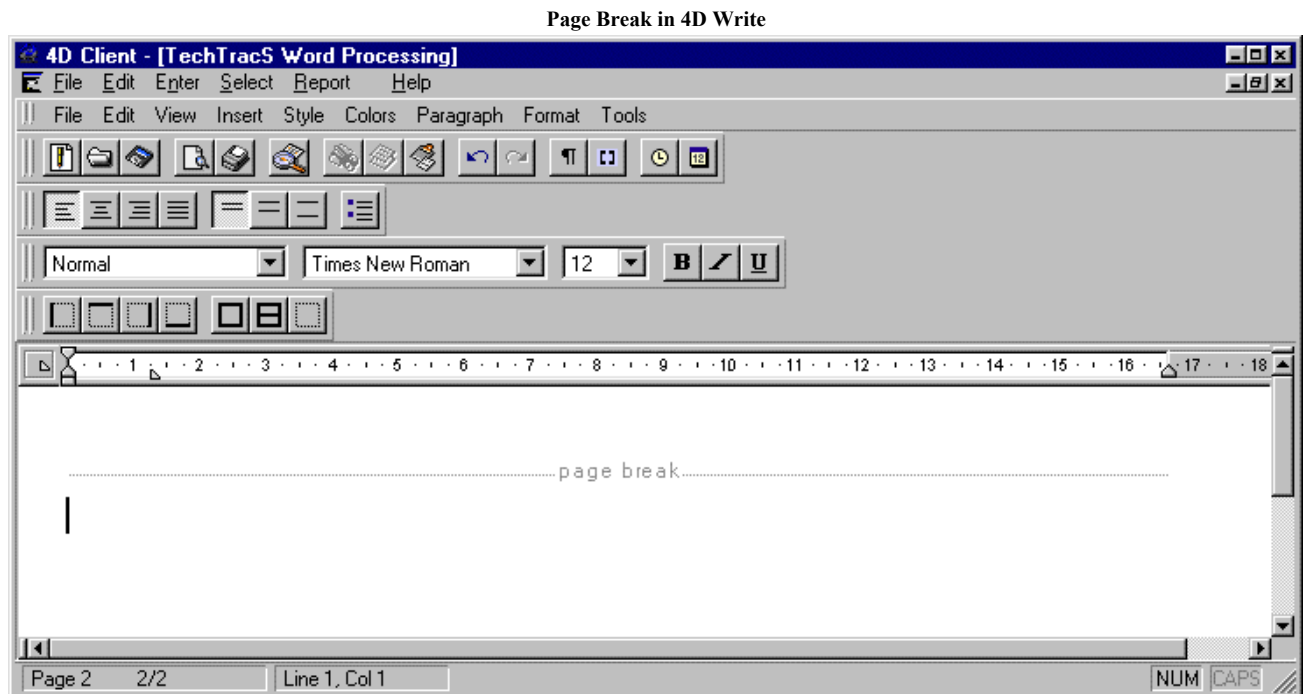
Also on the ruler is a first line indent marker that appears as a small up-arrow character with an underline attached to its base. This character can be dragged into position to indicate where each new paragraph begins.



Above the ruler is a format bar for specifying line spacing, alignment, style, font, and bullets.

Page Breaks

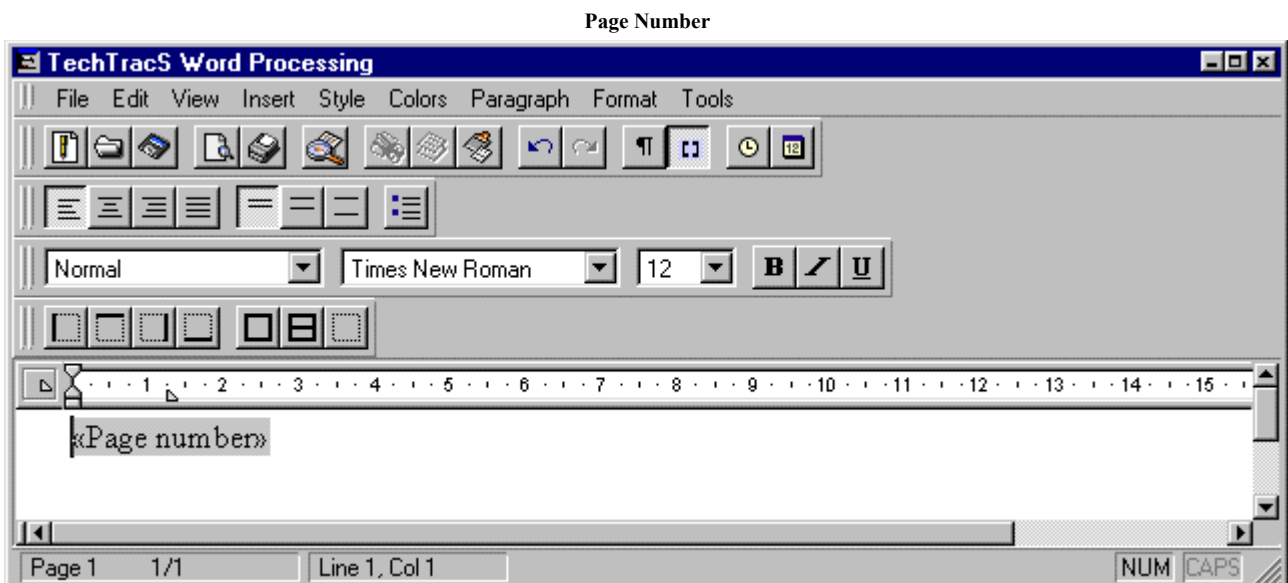
Page breaks may be inserted from the **Insert** menu, by selecting **Insert => Page Break...** (or Control L)



Headers and Footers

A Header and Footer may be specified for the document by selecting "Page" from the "View" menu. This information will be present on every page of the document. By selecting "Page Number" from the "Insert" menu, page number references can be inserted for printing on every page.

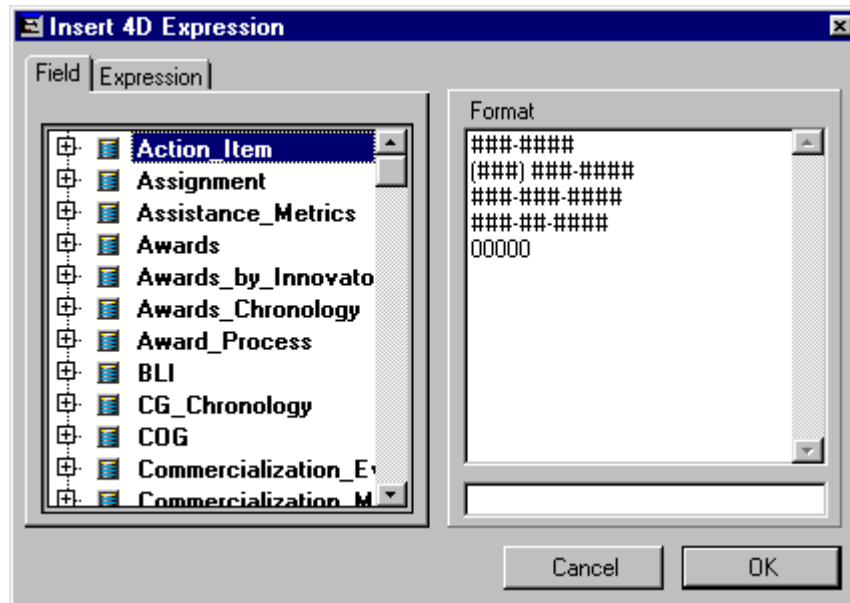
From the menu bar, select **Insert => Page Number...**



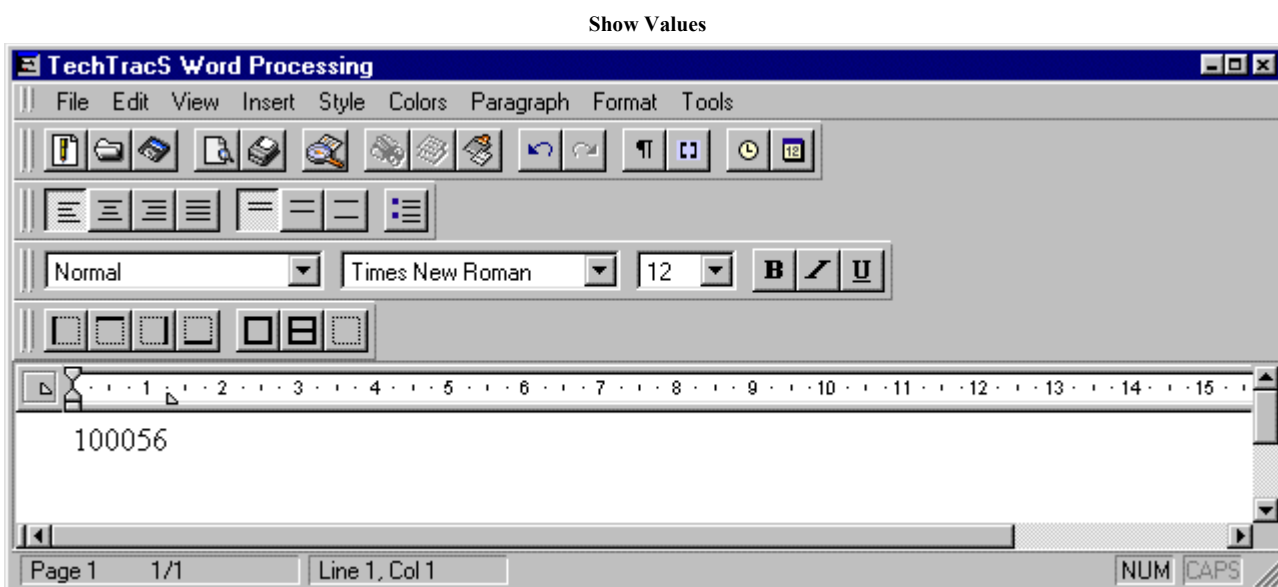
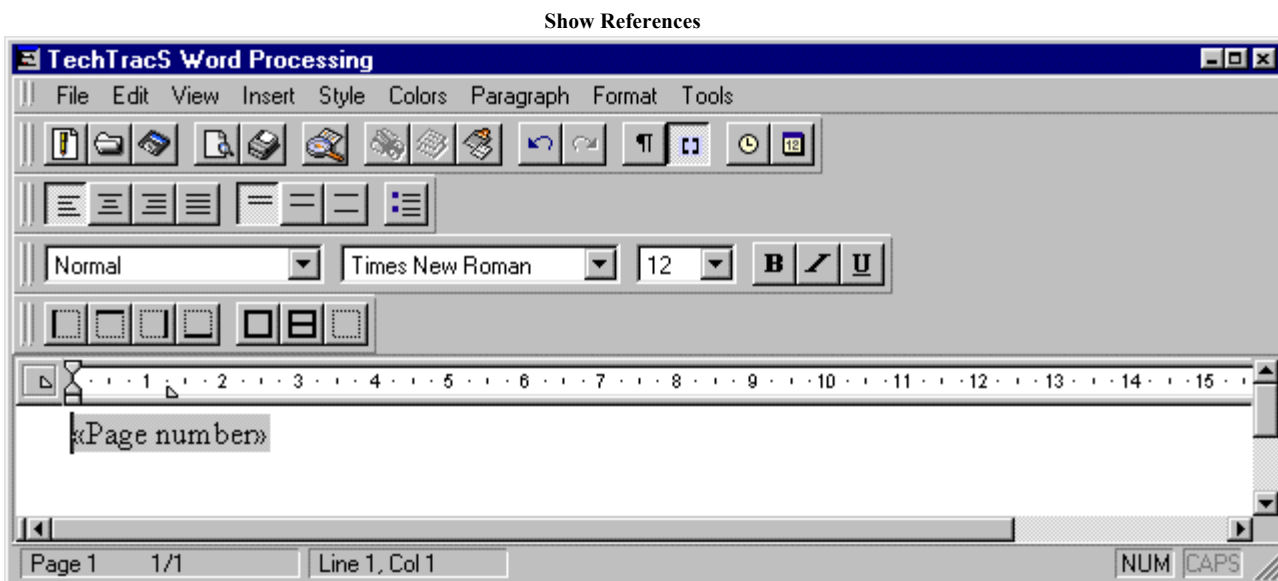
Inserting Data

Fields and expressions may be inserted into a 4D Write document as references or as values frozen at the time the document is created. To insert a field, either select **Insert => 4D Expression...**

Choose Field



To see the fields as references, select **View => References** from the **Database** menu. As references, the fields will be enclosed by these two symbols, "<<" and ">>". As references or values this data is dynamic and will vary upon the current record of the database for which the document is printed. To change the references back to values, simply go back to **View => References** and click references again.

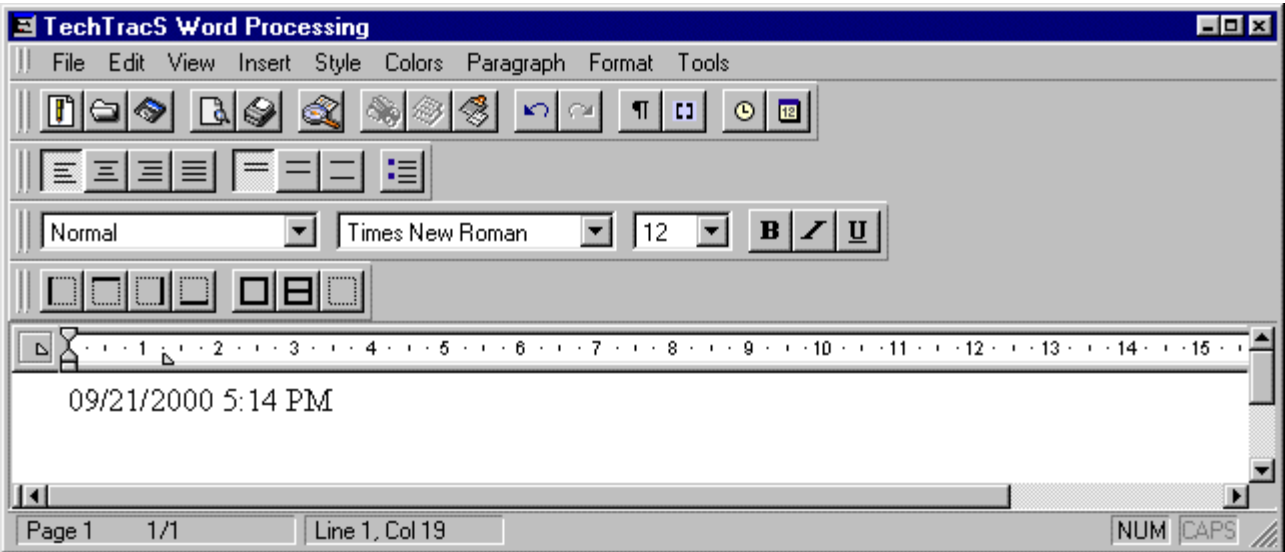


To make the document static and forever unchanged by the database, select **Format => Freeze Document** from the **Database** menu. This operation cannot be undone.

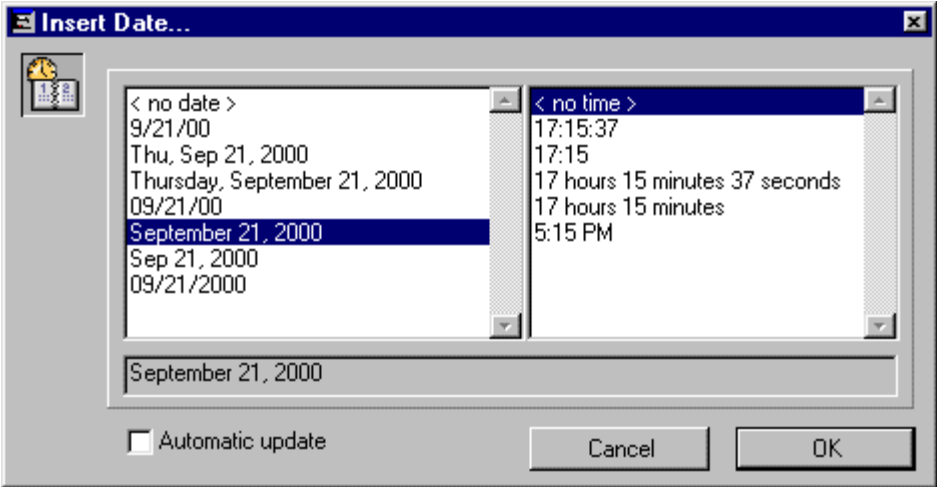
Inserting Expressions

In addition to fields, expressions can also be inserted into a 4D Write document. From the **Database** menu, **Insert => Date and Time...**, **Insert => Page Number...** are available insertion options. Pictured below are implementations of the aforementioned menu options and the results when selecting **Database => Show Values** from the **Database** menu.

Current Date

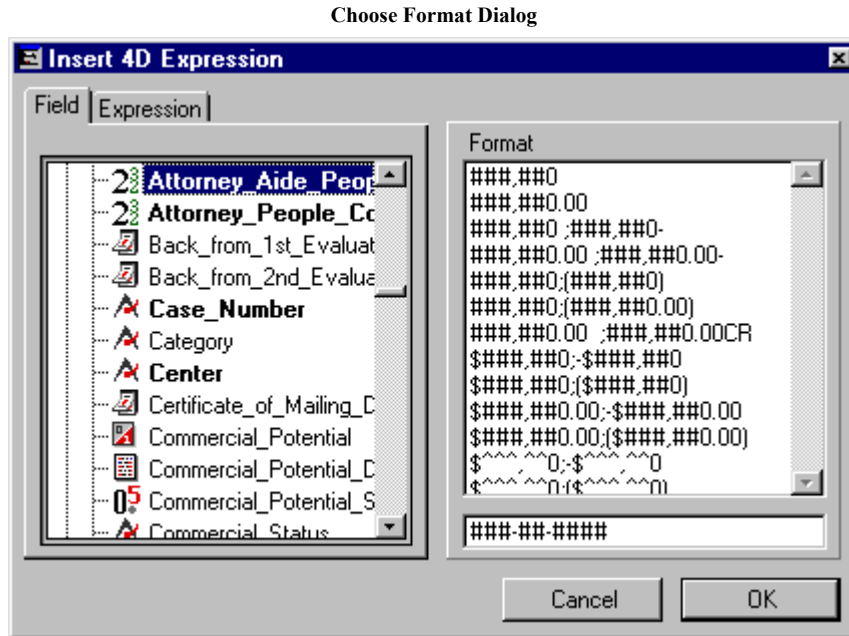


Insert Date

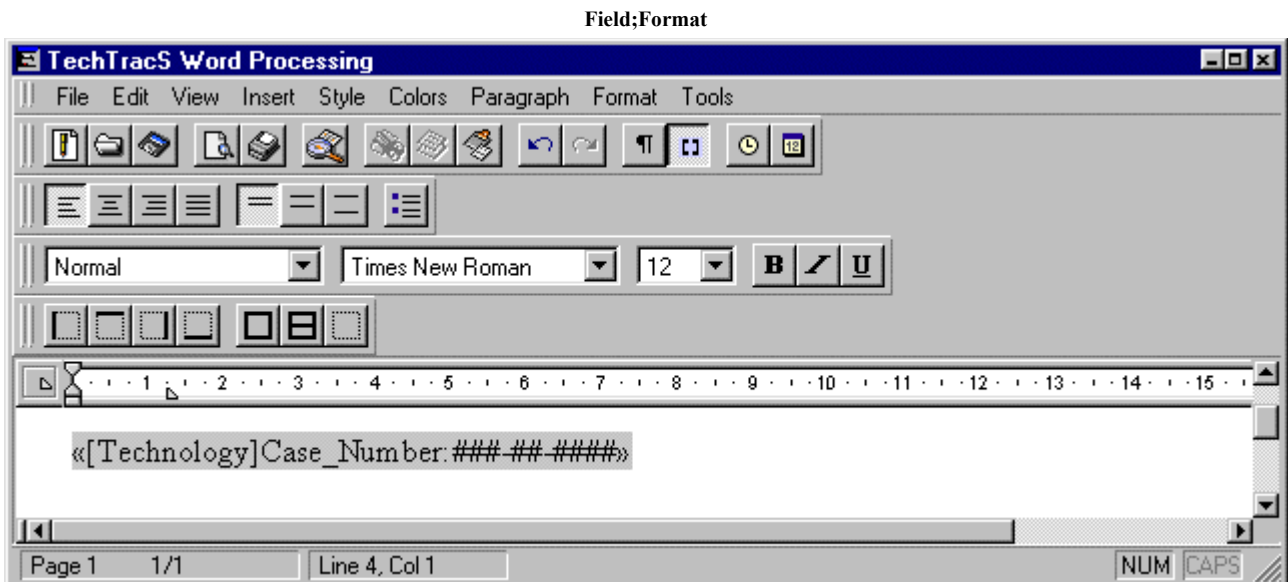


Formatting Expressions or Fields

By double clicking on an expression or a field (except for Date and Time), a format can be selected from the list of standard NASA TechTracS formats.



After selecting the format, the field will be displayed in the document followed by a semicolon and the format.



Templates

Selecting the **File =>Save As Template** from the **File** menu will save all of the information in the current document to be reused for every new instance of the document. Selecting **File =>New** from the **File** menu will allow the replacement of the template information in a given document. In a non-standard document, spaces are used for formatting. Sections of the template can be deleted where necessary for any given document.

The template option is not available in a 4D Write External window such as the NASA TechTracS Word Processing module. This is because the template is stored with the input form where it resides. For example, the [Documents] table in NASA TechTracS has a 4D Write area on it's input form.

In the [Documents] table, every new record comes with the same template information loaded into it. The user can then decide which parts of the template are necessary and add individual content to the document. If the template is empty, new records will always appear empty upon creation.

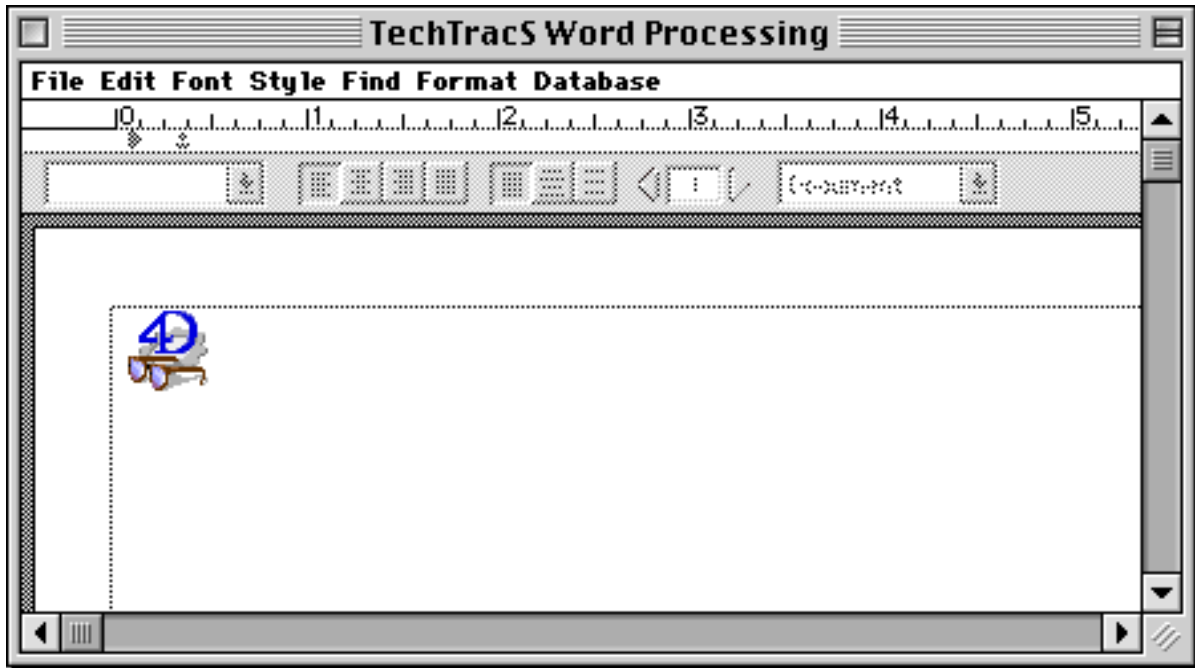
From the **File** menu, select **File =>Save As Template...** to display the standard Save File dialog. Click the *OK* button to replace the existing template for this form.

NOTE: All NASA TechTracS users get the same template information for this form for every new record created.

Pictures

Pictures can be pasted into 4D Write documents from the clipboard.

Picture Pasted into 4D Write

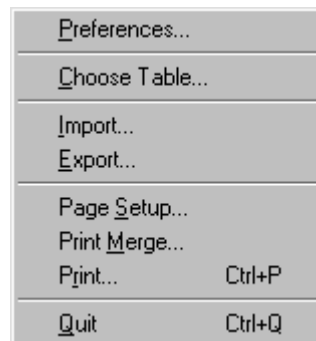


Pictures can be positioned on the page horizontally by clicking and dragging them

Printing

There are two methods to printing 4D Write documents from the 4D Write window: 1) Print Document, 2.) Print Merge. Print Document is useful when you have a document that does not rely on having a current record (no field references or NASA TechTracS expressions that rely on records) available or when you want to print a document of a single record.

Print Options from the File Menu



Print Merge is useful when you need to print the same document for multiple records. After choosing **File => Print Merge...**, you have the options of selecting a table, sorting (*Sort...*), searching (*Search...*), canceling (*Cancel*), and printing (*Print*). When the *Print* button is clicked the Print Dialog is displayed. After the user clicks the *Print* button on the Print Dialog window, the current 4D Write document is printed out for every record selected for the Table chosen.

